

SECURITY CLASSIFICATION

TRANSMITTAL OF MATERIAL

Acknowledge receipt of this material by executing and returning the below receipt.

- ☐ This transmittal may be downgraded to \_\_\_\_\_ upon removal of the enclosure (s).  
☐ This transmittal may be declassified upon removal of the enclosure (s).

INTERNAL PROCESSING ONLY

CONTRACT NUMBER

NUMBER

E.D. STAT

RECEIPT

PROCESS

WEIGHT

NAME(S)

TO

FROM

CO

CIA  
Exec Reg

DIRNSA  
✓ 12-5A0

PREPARATION DATE

REMARKS

4 Mar 82

ITEM  
NO.  
(bundle)

COPY NUMBER/  
SERIAL NUMBER

UNCLASSIFIED TITLE/DESCRIPTION  
(Ref: Correspondence Manual 10-2, Aug 78)

ABBREVIATED  
CLASS.  
OF ITEM

TYPE

STAT

2 copies #4

ENC - 10 of 15  
ENC - 10 of 15  
4-987

STAT

PREP

FORM

CATION

#### INSTRUCTIONS

1. Form A1295 receipt will be prepared in duplicate by the originator of any classified correspondence. *(One to be included in the first wrap and one to be retained by originator).*
2. The classification will be stamped at the top and bottom of the transmittal portion of the form in the appropriate block. Caveats should be stamped in lower classification block above perforation. Codeword information will never appear on the transmittal.
3. Add a control/receipt number to the "CONTROL" Block. Complete "FROM" block.
4. List each separate item controlled by a separate number.
5. Give an unclassified description, of material in the "TITLE/DESCRIPTION" block, and state the classification of the material in the classification block.
6. Include originating element organization designator in the "To" block at the bottom of receipt. Also repeat assigned "Control/Receipt Number" at the bottom.
7. If contractor material is involved, add contract number in appropriate block. Also furnish additional copy of A1295 for L221, if controlled by L221.
8. Type complete address in "To" block unless addressee is listed in USSID 505. *(If so, SIGAD's or short titles may be used.)*
9. Type or print name of individual preparing form. Sign in ink in the "SIGNATURE" block.

(Additional instructions covering marking of Letters of Transmittal are provided in Chapter II, Para 35.b., Classifications Manual 123-2)